

**SECTION 01210**  
**PRECONSTRUCTION CONFERENCE AND PRECONSTRUCTION SUBMITTALS**

**PART 1      GENERAL**

**1.1      PRECONSTRUCTION CONFERENCE**

- A.      The CONTRACTOR and major subcontractors, as deemed necessary by the CONTRACTOR, the ENGINEER, and the OWNER, shall attend a Preconstruction Conference (Precon) at the Landfill Administration Office near Leesburg, Virginia, within 15 or fewer days after Notice of Award.
- B.      At the Precon, the CONTRACTOR, the ENGINEER, the OWNER and the other attendees will discuss Contract administration matters, the proposed Activities Schedule (01315), the List of Technical Submittals (01300), the timing and approval of submittals, and any technical questions, product substitutions, or other recommendations.
- C.      All attendees will receive ENGINEER-drafted minutes of the Precon for review.
- D.      The CONTRACTOR, OWNER, and ENGINEER will perform an existing conditions site inspection, including video taping all existing features deemed important by the OWNER.

**1.2      PRECONSTRUCTION SUBMITTALS**

- A.      **The Precon will not be held, nor will the OWNER issue the Notice to Proceed, accept requests for partial payments, or allow for on-site mobilization until the Precon submittals have been received and approved.** Fifteen (15) calendar days have been allowed for completion of the preconstruction conference. All Precon submittals shall be submitted and received a minimum of seven (7) calendar days prior to the Precon or the Precon may be delayed.
- B.      Early submission of the submittals is required, for the common goal is a "reasonable" submittal package that can be approved (or approved subject to corrections) at the Precon. If the submittals are poorly prepared, incomplete, or inaccurate, they will be returned to the CONTRACTOR, and the Precon and the Notice to Proceed (NTP) will be delayed. **The Contract completion date remains "as bid." Delay of NTP, due to poorly prepared submittals, will reduce the "actual" amount of time the CONTRACTOR has to complete the work of the Contract.**

C. Precon Submittal List: Submit an original letter of transmittal (Form CD-03) and four copies of the following submittal enclosures to the OWNER with a copy (transmittal and enclosures) to the ENGINEER:

1. Activities Schedule (See Section 01315 ACTIVITIES SCHEDULE AND PROGRESS PAYMENTS).
2. Schedule of Values (See Section 01315 ACTIVITIES SCHEDULE AND PROGRESS PAYMENTS).
3. Environmental protection documentation (See Section 01560 ENVIRONMENTAL PROTECTION).
4. Project organization diagram and qualifications and resumes for CONTRACTOR's project management personnel, outlining areas of responsibility for CONTRACTOR's management personnel, and showing the CONTRACTOR's organization and the flow of information between the CONTRACTOR, the ENGINEER, and the OWNER. Indicate who is responsible for submittal review and Field Quality Control. Provide after-hours point of contact. Include the names and after-hours phone number of the CONTRACTOR's project manager, superintendent, subcontractors, and subcontractors' foreman. Update this information by re-submitting this diagram whenever key personnel change.
5. Critical technical submittals with long lead time requiring early submittal (See Section 01300 TECHNICAL SUBMITTALS).
6. Any technical questions or recommendations which may require a change in the Specifications or Drawings shall be presented, in writing.
7. Any Value Engineering Change Proposals (VECP) to be submitted per Section 01030 VALUE ENGINEERING.
8. Safety and Health Plan demonstrating the CONTRACTOR's compliance with the requirements described in Section 01350 SAFETY AND HEALTH.
9. Record of Submittals (Form CD-06)
10. Testing Log (Form CD-24)

### 1.3 NOTICE TO PROCEED

The Notice to Proceed will be issued by the OWNER upon approval of the required Precon submittals and completion of the preconstruction conference. Failure to comply with the requirements of this Section and Section 01315 ACTIVITIES SCHEDULE AND PROGRESS PAYMENTS shall be grounds for a determination by the OWNER that the CONTRACTOR is not prosecuting the work with sufficient diligence to guarantee Contract completion within the time specified. Upon such determination, the OWNER may terminate the CONTRACTOR's right to proceed with the work, or any separable part thereof, in accordance with the Invitation for Bid.

**PART 2 MATERIALS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**